



Administration for Children and Families

Office of Head Start

Head Start Grantee - Trimble County, Kentucky

HHS-2016-ACF-OHS-CH-R04-1195

Application Due Date: 05/23/2016

Head Start Grantee - Trimble County, Kentucky

HHS-2016-ACF-OHS-CH-R04-1195

TABLE OF CONTENTS

Overview

Executive Summary

I. [Program Description](#)

II. [Federal Award Information](#)

III. Eligibility Information

1. [Eligible Applicants](#)

2. [Cost Sharing or Matching](#)

3. [Other](#)

IV. Application and Submission Information

1. [Address to Request Application Package](#)

2. [Content and Form of Application Submission](#)

3. [Unique Entity Identifier and System for Award Management \(SAM\)](#)

4. [Submission Dates and Times](#)

5. [Intergovernmental Review](#)

6. [Funding Restrictions](#)

7. [Other Submission Requirements](#)

V. Application Review Information

1. [Criteria](#)

2. [Review and Selection Process](#)

3. [Anticipated Announcement and Federal Award Dates](#)

VI. Federal Award Administration Information

1. [Federal Award Notices](#)

2. [Administrative and National Policy Requirements](#)

3. [Reporting](#)

VII. [HHS Awarding Agency Contact\(s\)](#)

VIII. [Other Information](#)

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Head Start
Funding Opportunity Title: Head Start Grantee - Trimble County, Kentucky
Announcement Type: Initial
Funding Opportunity Number: HHS-2016-ACF-OHS-CH-R04-1195
Primary CFDA Number: 93.600
Due Date for Applications: 05/23/2016

Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/howto>.**

The Head Start program provides high-quality, comprehensive early education programming to low-income children and families so that children start school ready to succeed. In 2007, Congress enacted legislation that required, for the first time in the program's history, greater competition within communities for Head Start funding. The goal of the legislation and the subsequent regulations, which were effective on December 9, 2011, is to ensure that federal Head Start funding is directed to the organizations that are most capable of delivering high-quality early education that puts children on a pathway to improved outcomes, school success, and opportunity.

This funding opportunity announcement (FOA) is the mechanism for implementing this new competitive requirement as well as competitions that result from grantee relinquishments and terminations. This announcement solicits applications from local public or private non-profit organizations, including faith-based organizations or local for-profit organizations in the community that seek to provide high-quality Head Start services to children and families residing in Trimble County, Kentucky.

Funds in the amount of \$674,827 annually will be available to provide Head Start program services to eligible children and their families in Trimble County, Kentucky. This dollar amount includes base funding of \$661,565 (for use in program operations, staffing, materials, equipment, facilities, etc.) and training and technical assistance (T/TA) funding of \$13,262. The appropriate use of T/TA funds for the purposes of improving program quality and helping prepare children to succeed in school are described in Section 648 and Section

645A(g) of the Head Start Act.

The Head Start program is administered by the Administration for Children and Families (ACF), an operating division (OPDIV) of the U.S. Department of Health and Human Services (HHS). ACF intends to fund applications that demonstrate an organization's commitment and capacity to operate a Head Start program that raises the quality of early care and education in the community and helps children start school ready to succeed. School readiness requires that children are cognitively, physically, socially, and emotionally prepared to continue to make progress as they enter Kindergarten. Effective Head Start programs help children develop in each of these areas. ACF is seeking applicants that are able to use the best evidence-based early education practices in their programs to support high-caliber classroom instruction, home visiting services, if proposed, and effective family engagement and health promotion.

In addition to the Head Start Act, 42 U.S.C. 9801 et seq., Head Start is governed by Program Performance Standards that define the scope of services necessary to support children's development and school readiness. These Program Performance Standards are found in 45 CFR Parts 1301-1310.

Eligibility is limited to local public or private non-profit organizations, including faith-based organizations, or local for-profit organizations in the community that can provide Head Start services to children and families residing in Trimble County, Kentucky.

Public Comment

ACF welcomes public comments from the community listed in this FOA. We are particularly interested in hearing from parents of children currently enrolled in Head Start, persons employed by such agencies, local government officials, and other representatives of the community to be served. The intent of the public comment is to inform ACF about the needs of the service area and any pertinent information commenters may wish to provide about potential applicants before the FOA closes. Comments should be sent to the Office of Head Start (OHS) Operations Center at OHSTech@reviewops.org.

I. Program Description

Statutory Authority

The Head Start program is authorized by the Head Start Act, 42 U.S.C. § 9831 et seq.

Description

Program Background and Purpose

The Head Start program provides grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to predominately economically disadvantaged children and families. Head Start's primary purpose is to prepare children to be ready for school. In fiscal year (FY) 1995, the Early Head Start program was established to serve pregnant women and children from birth to 3 years of age in recognition of the mounting evidence that the earliest years matter a great deal to children's growth and development. Since its beginning in 1965, Head Start has served more than 32 million children and their families. In FY 2014, Head Start was funded to serve 927,275 children and

families; of these, nearly 117,000 participants were served in Early Head Start programs. There are approximately 1,700 Head Start grantees, including about 980 grantees providing Early Head Start. Additionally, in FY 2015, ACF awarded 275 Early Head Start – Child Care Partnership and Early Head Start Expansion grants to serve tens of thousands of additional infants and toddlers.

Head Start promotes school readiness by enhancing the social, cognitive, and emotional development of children through the provision of educational, health, nutritional, social, and other services to enrolled children and families. Language, literacy, mathematics, and science are among the key domains that must be addressed through Head Start.

Head Start programs emphasize family engagement because of the critical role that parents play in supporting their children's healthy development and school success. Effective Head Start programs engage parents in their children's learning and help parents themselves make progress toward their educational, literacy, and employment goals. The Head Start program also emphasizes the significant involvement of parents in the administration of local Head Start programs. These leadership opportunities are designed to strengthen skills that parents can apply to improving their family's economic well-being and to becoming more effective advocates for their children.

Head Start is designed to increase the number of low-income children receiving high-quality, comprehensive early education services that help facilitate healthy development, including physical and social/emotional development, and prepare them for school success. To meet this goal, it is critical that Head Start funds awarded through this FOA do not supplant existing services. Thus, an entity receiving a Head Start grant must 1) expand the number of children it is serving relative to the number it would serve in the absence of the grant, and/or 2) improve the services provided to children it would serve in the absence of the grant (i.e., enhancing quality standards or extending the day).

Administrative Cost Waiver

Head Start grantees must, unless a waiver is granted, contribute 20 percent of the total cost of the program from non-federal funds. A waiver may be granted for any of the grounds listed in Section 640(b) of the Head Start Act. No more than 15 percent of total costs may be used for program administration. An HHS official may grant a waiver of the 15 percent limitation on allowable development and administration costs for a Head Start program approving a higher percentage for a specific period of time not to exceed 12 months (45 CFR § 1301.32).

Many Head Start programs provide a part-day, center-based program option or a home-based program option for 8 or 9 months a year. However, grantees have the option of providing full-day, full-year services and, in recent years, an increased number of grantees have been offering this program option, often through collaborations with local child care providers, to help meet the child care needs of parents who are either working or in job training. Head Start agencies are expected to accurately identify the community's need for services and to implement a program design that meets those needs. A program design can be responsive to community needs through partnerships or through direct provision of services using the Head Start grant funding.

Monitoring

The Office of Head Start (OHS) is responsible for monitoring the quality of Head Start program services and the grantee's compliance with federal and other applicable requirements. The federal government uses several mechanisms to conduct its oversight. Most notably, each Head Start grantee is subject to onsite monitoring reviews. These reviews can either be announced or unannounced. During onsite visits, all aspects of a grantee's program are reviewed, including the quality of the instruction provided using the Classroom Assessment Scoring System (CLASS) instrument, compliance with health and safety requirements, compliance with rules related to children's eligibility for the program, and compliance with financial management requirements. New grantees are reviewed at the end of their first year of operation based on the authority in Section 641A(c)(1)(B) of the Head Start Act.

As a condition of acceptance of an award under this FOA, all grantees are required to participate fully in ACF-sponsored evaluations and adhere to all evaluation protocols established by ACF to be carried out by its designee contractors.

Eligible Participants

Head Start serves children when they are at least 3 years old by the date used to determine eligibility for public school in the community where the Head Start program is located. Families must either have incomes below the poverty line or be eligible for public assistance in order to be eligible for Head Start programs. In addition, homeless children and children in foster care are categorically eligible for Head Start. Children are selected for enrollment based on age and income eligibility and relative level of need with regard to other criteria that are identified within each community (45 CFR § 1305.6).

Head Start regulations permit up to 10 percent of enrolled Head Start children to be from families that do not meet these low-income criteria. A provision in the Head Start Act, as discussed in Section 645(a)(1)(B), allows grantees that can ensure that all eligible children including homeless children are served, to enroll up to an additional 35 percent of its participants from families with incomes greater than or equal to 100 percent, but less than 130 percent, of the poverty line.

Additionally, Head Start programs must ensure that at least 10 percent of the total number of children enrolled by the Head Start agency and delegates are children with disabilities unless a waiver is granted.

Federal Head Start funds must be used to serve eligible children as described in this section. Additional children who are not income-eligible for Head Start can be served so long as their participation is supported through other funding sources including child care subsidies, public school pre-K allocations, parent-paid tuition, or other sources. Such program designs may be beneficial in promoting socioeconomic diversity within classrooms. All costs must be allocated to appropriate funding sources in compliance with federal requirements.

Head Start Grantee: Trimble County, Kentucky

ACF solicits applications from local public or private non-profit organizations, including faith-based organizations or local for-profit organizations in the community that wish to compete for funds that are available to provide Head Start services to children and families residing in Trimble County, Kentucky.

Funds in the amount of \$674,827 annually will be available to provide Head Start program services to eligible children and their families in Trimble County, Kentucky. This dollar amount includes base funding of \$661,565 (for use in program operations, staff, materials, equipment, facilities, etc.) and training and T/TA funding of \$13,262. The appropriate use of T/TA funds for the purposes of improving program quality and helping prepare children to succeed in school, are described in Section 648 of the Head Start Act.

All potential applicants must ensure that they meet the statutory requirement for designation as a Head Start agency in Section 641 of the Head Start Act. Please see *Section III.1. Eligible Applicants* for more information.

Mortgages and Long-Term Lease Agreements

If so directed by OHS, the newly funded grantee must accept assignment of any existing mortgages, long-term lease agreements, or security agreements (in the case of a modular unit) on properties subject to a federal interest occupied by the current grantee.

Applicant Support Website

OHS strongly encourages entities interested in applying for this Head Start funding opportunity to visit <http://eclkc.ohs.acf.hhs.gov/hslc/hs/grants>. This interactive website offers a robust collection of resources intended to support organizations in gaining a deeper understanding of the Head Start and Early Head Start programs, the FOA, and evaluation criteria. A profile of current grantee services, equipment, and inventory can also be found through this website located at www.acf.hhs.gov/programs/ohs/funding. Finally, the website includes helpful tips for applying via www.Grants.gov. All interested applicants are reminded to frequently refer back to this FOA when preparing their application.

Prospective applicants will also have the opportunity to send questions to OHS by e-mail at OHS Tech@reviewops.org. A summary of the questions and OHS responses will be posted for public view on the applicant support website as soon as they become available.

Interested applicants may also contact the OHS Operations Center at (888) 242-0684 or TTY: 711 if they have additional questions.

For more information on application requirements specific to this FOA, please reference *Section IV.2. Content and Form of Application Submission*.

II. Federal Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$674,827
Expected Number of Awards:	1
Award Ceiling:	\$674,827 Per Budget Period
Award Floor:	\$674,827 Per Budget Period
Average Projected Award Amount:	\$0 Per Budget Period
Anticipated Project Start Date:	07/01/2016

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards

Awards made under this announcement are subject to the availability of Federal funds.

Expected Number of Awards

Please note that the expected number of awards represents an estimated **range** of awards that OHS might make as the result of this funding opportunity announcement. If the expected number of awards is 1, applicants are expected to submit proposals for the entire service area. If the expected number of awards is 2 or greater, applicants may submit 1 application to apply to serve either the entire service area, or a portion of the service area.

Award Ceiling Disqualification

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Inclusion of start-up/pre-award costs in the application submission is not subject to the “Award Ceiling Disqualification.” that is explained in *Section III.3. Other, Application Disqualification Factors*. However, if an applicant does not segregate start-up/pre-award costs from the base funding award request (SF-424, line 18a, Federal), the “Award Ceiling Disqualification” will apply.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee’s failure to provide the required matching amount may result in the disallowance of Federal funds.**

Applicants must submit an annual (12-month) budget. The funding amount listed on Line 18a (Federal) of the SF-424, Application for Federal Assistance, must reflect a full 12 months of funding. The federal funding amounts reflected on the SF-424 and in the applicant’s budget submission must match.

The Designation Renewal System (DRS), as established in 45 CFR Part 1307 - Policies and Procedures for Designation Renewal of Head Start and Early Head Start Grantees, went into effect on December 9, 2011. This regulation requires all Head Start and Early Head Start grants be transitioned from indefinite project periods with 12-month budget periods to 5-year grants (60 months with five 12-month budget periods).

Funding provided for the operation of the program is referred to as “base operating funds” or “base funding”; funding provided for training and technical assistance is referred to as “T/TA.”

Start-up/Pre-Award Costs

Pre-award costs, including start-up costs, may be requested by an applicant in addition to the base operating and T/TA grant funds. If requested, applicants must provide a separate budget for start-up/pre-award costs, in addition to a 12-month budget for the base funding awarded, within the page limitations stated for the *Budget and Budget Justification* in *Section IV.2. Content and Form of Application Submission*. If awarded, start-up/pre-award costs would apply to costs incurred up to 90 days prior to the award start date. Examples of start-up activities are facility renovations, purchase of classroom supplies, building purchase, licensing, background checks, etc.

Approval of start-up/pre-award costs is **not** guaranteed; they are negotiated at the time of award and are based on reasonableness, necessity, and the availability of funds. The incurrence of start-up/pre-award costs in anticipation of an award is done at the applicant's own risk and imposes no obligation on ACF either to make an award or to increase the amount of the approved budget if an award is made for less than the amount anticipated and is inadequate to cover the start-up/pre-award costs incurred. It is possible that ACF may honor start-up/pre-award costs by reducing the base amount of the award to include these costs.

Estimates for start-up/pre-award costs must be separately identified on the SF-424, Application for Federal Assistance, and in the Budget and Budget Justification section of the application. The start-up/pre-award funding amount must **not** be included in the funding amount listed on Line 18a (Federal) of the SF-424. The funding amount listed in Line 18a of the SF-424 must represent only the total annual federal funding the applicant is requesting for base and T/TA funding. Start-up/pre-award costs, if requested, should be included only on the Other Estimated Funding line (Line 18e) and clearly labeled as "Start-up/Pre-Award Costs" in a separate line item on the SF-424A, Budget Information - Non-Construction Programs. Additionally, if applicants are requesting start-up/pre-award costs, these costs must be easily identified as a separate budget in the Budget and Budget Justification section of the application.

Inclusion of start-up/pre-award costs in the application submission is not subject to the "Award Ceiling Disqualification" that is explained in this section of the announcement and in *Section III.3. Other, Application Disqualification Factors*. However, if an applicant does not segregate start-up/pre-award costs from the base funding award request (SF-424, line 18a, Federal), the "Award Ceiling Disqualification" will apply.

Start-up budgets will be evaluated against the criteria listed in *Section V.I. Criteria*.

Note: Costs incurred for grant application preparation are not considered an approved use of pre-award costs and may not be included in the project budget or budget justification.

Grant Awards

Due to the availability of current year appropriated funds, the successful applicant(s) under this FOA *may* receive grant awards with a 5-year project period (60 months) that include 6 budget periods. In cases where a full 12 months of funding is not available at the time of the grant award, the first and sixth budget periods within the 5-year project period will be pro-rated, so that when combined, they equal 12 months of funding. The second, third, fourth, and fifth budget periods would be a full 12 months.

Please see *Section IV.6. Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants are any local public or private non-profit agencies, including community-based and faith-based organizations, or for-profit agencies within a community, pursuant to section 641(a)(1) of the Head Start Act (42 U.S.C. § 9836(a)(1)).

Eligibility is limited to local public or private non-profit organizations, including faith-based organizations, or local for-profit organizations in the service area that can provide Head Start services to children and families residing in Trimble County, Kentucky.

All potential applicants must ensure that they meet the statutory requirement for designation as a Head Start agency in Section 641 of the Head Start Act. ACF will consider all "qualified applicants in such community" as required by Section 641(d) where the applicant demonstrates it has an organizational base within the community to be served. This could be established by virtue of the applicant being a provider of services in the community or having a clear relationship to the community as evidenced, for example, by board representation from the community or by evidence of the support of community leaders, including, but not limited to mayors; city council members; school principals; presidents of local chambers of commerce; county government officials; social service provider organizations; community organizations representing low-income, minority, or other relevant sectors of the community; and child care providers and organizations.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with Section 640(b) of the Head Start Act, 42 U.S.C. § 9835 (b).

Grantees must provide at least 20 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting \$674,827.00 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least \$168,707.00 , which is 20 percent of total approved project cost of \$843,534.00 .

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Waivers

To receive a waiver or a reduction in the required non-federal share, the applicant must provide ACF with written documentation of need. This request must identify which of the five waiver criteria found at Section 640(b)(1-5) of the Head Start Act it believes to be relevant. It may be submitted with the grant proposal document or during the budget negotiation period. Approval of the waiver request cannot be assumed by the applicant without written notice from ACF. Waiver requests will not result in a deduction of points in the evaluation of the application. In light of the current economic climate, ACF will be receptive to reasonable arguments based on the grounds recognized in the statute for such waivers.

Matching Waiver Pursuant to 48 U.S.C. § 1469a(d)

Matching requirements (including in-kind contributions) of less than \$200,000 (up to \$199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds \$200,000.

Non-federal resources will be evaluated under criteria found in *Section V.1.* of this announcement.

III.3. Other

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Inclusion of start-up/pre-award costs in the application submission is not subject to the "Award Ceiling Disqualification," as explained in *Section II. Federal Award Information*. (See directions for listing these costs in *Section IV.2. Content and Form of Application Submission, Budget and Budget Justification*.) **However, if an applicant does not segregate start-up/pre-award costs (SF-424 18e, Other) from the base funding award request (SF-424, line 18a, Federal), the "Award Ceiling Disqualification" will apply.**

Application Submission Disqualifications

ACF requires electronic submission of applications at www.Grants.gov. Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will

be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at or acknowledged by ACF.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "Request an Exemption from Required Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.**

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Additional Application Disqualifications

In accordance with 45 CFR Part 1307, titled "Policies and Procedures for Designation Renewal of Head Start and Early Head Start Grantees," grantees terminated for cause by ACF within 5 years prior to the posting date of this FOA will be disqualified from competitive review and from funding under this announcement.

A Head Start or Early Head Start agency that has had a "denial of refunding," defined in 45 CFR § 1303.2, within 5 years prior to the posting date of this FOA will be disqualified from competitive review and from funding under this announcement.

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Office of Head Start
OHS Operations Center
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Phone: (888) 242-0684

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

Formatting the Application Submission

All applications must follow the formatting and upload requirements in this section in order for the full application to be reviewed. Failing to adhere to the three-file requirement, page limitations, and/or formatting restrictions will result in part of the application being excluded from review.

Applications submitted under this announcement will receive a two-tiered review.

Because of this two-tiered review, it is critical that applicants include information in the correct files, and in the prescribed order, so that the application materials can be reviewed by the appropriate audience. See *Section V.2. Review and Selection Process* for more information on the Phase One and Phase Two reviews.

FOR ALL APPLICATIONS

Single Application Submission

Applicants are limited to submitting only one application in response to this funding opportunity announcement. Only the last on-time, application submission will be accepted for review. Electronically submitted applications must be on time and pass the www.Grants.gov validation process to be accepted for review.

Authorized Organizational Representative (AOR)

The AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

NOTE: This definition differs from the definition of an AOR at www.Grants.gov. At www.Grants.gov the E-Biz POC is the only person who can approve AORs, which allows your organization to authorize specific staff members to submit grants on behalf of the organization.

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

Font Size and Margins

All narrative documents (e.g., Project Summary/Abstract, Project Description/Phase One Narrative, Budget and Budget Justification, Phase Two Narrative) **must be in 12-point Times New Roman (TNR) font with 1-inch margins**. All tables, charts, and inserts must also be in TNR 12-point font. Only footnotes may be in TNR 10-point font.

Line Spacing

Double Spacing: The Project Description/Phase One Narrative and Phase Two Narrative **must be double-spaced**. Any non-numerical tables, charts, or inserts must be double-spaced.

Single Spacing: The Project Summary/Abstract, Table of Contents, and Budget and Budget Justification may be single-spaced. *Numerical* budget tables included as part of the application narrative may be single-spaced.

Formatting for Appendices (Second File) and Phase Two Attachments (Third File)

Documents submitted in the Appendices (Second File) and Phase Two Attachments (Third File) must be readable. If the font size is not readable, **all unreadable pages will be removed from the application and will not be reviewed**. For example, pages that contain blurred text or text that is too small to read comfortably will be removed. In

addition, applicants are prohibited from submitting two or more pages per page in reduced size on a single page.

Enforcement of FOA Formatting, Font, and Page Limitation Requirements

Applications that exceed the **250-page limitation** will have page(s) removed from the end of the Second File, which includes the Appendices and Phase Two Narrative, before the review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to recalculate the number of pages the application would include if it conformed to the formatting and font requirements listed in this section. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1,500 characters, per page which is equal to 4/5 of an additional page. Recalculation of pages using this formula may cause applications to exceed the page limitation, which would cause pages to be removed from the end of the Second File, which includes the Appendices and Phase Two Narrative, and excluded from review.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

NOTE: Applicants failing to adhere to the FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will specify the reason(s) for removal of page(s).

Page Limitations and File Content

The page limitation is 250 pages for the Project Summary/Abstract, Table of Contents, Project Description/Phase One Narrative, Appendices, and Phase Two Narrative. The Phase Two attachments (financial statements, notes, and audit reports) are not subject to the 250-page limitation when they are included in the Third File as described in the following list. Page limitations are identical for electronic and paper formats application submissions.

Each applicant is required to upload only three electronic files, excluding Standard Forms (SFs) and OMB-approved forms. Application components MUST be submitted in the prescribed order (see file list) regardless of whether the application is submitted in electronic or paper format. Applications must not exceed the 250-page limit for all of the components in the First and Second Files or pages will be removed from the application and will not be reviewed.

First File

- Project Summary/Abstract (*single-spaced*) – limited to 1 page

- Table of Contents (*single-spaced*) – *suggested 1 page*
- Project Description/Phase One Narrative (*double-spaced*) – *suggested 114 pages*
 - Demonstration of Need for Child Development and Health Services: Location, Population, and Service Delivery Options
 - Achieving Early Learning and Development Outcomes to Promote School Readiness for Children
 - Past Performance
 - Staffing and Supporting a Strong Early Learning Workforce
 - Organizational Capacity and Governance
 - Budget and Budget Justification

Second File

- Appendices (*must be readable*) – *suggested 100 pages*
 - Signed Absence of Non-Compete Agreement Assurance
 - Certificate of Good Standing
 - Proof of Legal Status of Applicant
 - Proof of Policy Council Approval
 - Organizational Capacity documentation (e.g., resumes, job descriptions, organizational charts)
 - Signed memoranda of understanding
 - Third-party agreements
 - Indirect cost rate agreement (IDR)
 - Letters of support
 - Any maps of the service area or lists of Congressional Districts
 - Other supporting documents
- Phase Two Narrative (*double-spaced*) – *suggested 30 pages*

Third File

- Phase Two attachments (financial statements and notes and audit reports that *must be readable*) – *no page limitation*

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

See formatting and font style requirements under “*FOR ALL APPLICATIONS*” earlier in this section.

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile.

NOTE: Only applications that pass the www.Grants.gov validation check will be received by ACF. Applications that fail the www.Grants.gov validation check will not be transmitted to ACF. See *Application Validation* at www.Grants.gov under *Application Submission Options* later in this section.

Applicants are strongly encouraged to review Grants.gov's Adobe Software Compatibility page at

<http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

Adherence to the Three-File Application Format is Required:

- **No more than three files will be accepted for the review.** Standard Forms (SFs) and OMB-approved forms are not considered additional files. **If four or more files are submitted, all additional files will be removed from the application and excluded from competitive review, even if the total number of pages within all submitted files does not exceed the 250-page limit.**
- **ACF will remove all pages over the 250-page limit from the end of the Second File and exclude those pages from competitive review.** The third file, which may contain only the Phase Two attachments (financial statements and notes and audit reports), is not subject to a page limit.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). To adhere to the three-file requirement, applicants may need to convert and/or merge documents together using PDF conversion software. Many recent versions of Microsoft Office include the ability to save documents to PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability. However, ACF understands that all applicants may not have access to this software.

- **First File** must be uploaded to the "Project Narrative Attachment Form" in the electronic Grant Application Package at Grants.gov. It must contain the Project Summary/Abstract, Table of Contents, and Project Description/Phase One Narrative, including the Budget and Budget Justification.
- **Second File** and **Third File** must be uploaded to the "Other Attachment Form" in the electronic Grant Application Package at Grants.gov. **Second File** must contain the Appendices and Phase Two Narrative. **Third File** must contain only the Phase Two Attachments (financial statements and notes and audit reports).

Required Standard Forms (SFs) and OMB-Approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Applicants should use the following names for their files: FirstFile, SecondFile, and ThirdFile. **Applicants must carefully observe the file naming conventions required by www.Grants.gov.**

- **Limit file names to 50 characters or less (characters and spaces).**
- **Do not attach any documents with the same name. All attachments should have a unique name.**
- **Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.**

For information on the use of special characters (UTF-8) that are allowed in the application's content, please also see <http://www.grants.gov/web/grants/grantors/submitting-utf-8-special-characters.html>.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the three application submission files are uploaded as PDF documents in order to comply with the three file upload limitation.** Documents in file formats that are not supported by Grants.gov or ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

Policy for Applicants Experiencing Federal Systems Issues

Applicants that experience issues with federal systems related to application submission, www.Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

PAPER APPLICATION SUBMISSION INSTRUCTIONS

See formatting and font style requirements under "*FOR ALL APPLICATIONS*" earlier in this section.

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under Application Submission Options for more information.

Required application Standard Forms (SFs), assurances, and certifications are available in the electronic forms package posted on www.Grants.gov for this FOA.

Copies Required

Applicants must submit one original and two copies of the complete application, including all Standard Forms (SFs) and OMB-approved assurances and/or certifications.

Signatures

An original signature of the AOR is required only on the original copy of paper application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director, should not be identical to the person identified as the AOR.

Packaging the Paper Application Submission

NOTE: Applicants that have an approved exemption to submit their applications in paper format must include a copy of their approved waiver in the application package. The required copy of the approved waiver will not impact the page limitation.

All copies of mailed or hand-delivered paper applications must be submitted in a single package. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the

federal government for review. **All application materials must be one-sided for duplication purposes.** If two-sided pages are submitted, only the "front" page will be used.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Mandatory Grant Disclosure	Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to: The Administration for Children and Families, U.S. Department of Health and	Mandatory Disclosures, 45 CFR 75.113

	<p>Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201</p> <p><u>And</u></p> <p>U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201</p>	
<p>SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.</p>
<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section IV.3. Unique Entity Identifier and System for</i></p>

	SAM registration is available at http://www.sam.gov .	<i>Award Management (SAM)</i> for more information.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
Assurance: Absence of Non-compete Agreement	Submission is required for any applicants wishing to receive bonus points under <i>Section V.I. Criteria</i> . The assurance must be submitted with the application package.	A template of this assurance is provided in the <i>Appendix</i> of this announcement. The assurance must be signed by the person who is authorized to sign the application on behalf of the applicant.
Certificate of Good Standing	Submission is recommended for all applicants and will be used to help determine applicant eligibility as described in <i>Section III. Eligibility</i> .	A certificate of good standing is a state-issued document that demonstrates that an entity has met its statutory requirements and is authorized to do business in that state.

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description**Introduction**

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.I. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

PHASE ONE

1. Demonstration of Need for Child Development and Health Services: Location, Population, and Service Delivery Options

The application must describe the precise geographic location(s) and boundaries of the areas to be served and provide data about why that geographic area is in high need of Head Start services, such as the number of eligible children, the extent to which children from low-income families are not meeting school readiness goals, the number of families in extreme poverty, jobless rates, high incidents of community health problems or violence, or other similar factors. Applicants should leverage existing needs assessment and school readiness data for the proposed service area where appropriate and applicable, and if necessary, applications can include other methods to collect data on the need for services such as informal surveys, community meetings, questionnaires, and interviews.

The application must justify the proposed program options as the most appropriate to meet the needs of the community. This includes how many children will be served; the types of Head Start services they will provide; and the number of hours per day, days per week, weeks per year, and home visits that meet the needs of families, including the role of child care partners. Applications that propose the home-based option must include the proposed number of home visits and socializations. The application must describe how the Head Start program will partner with other programs or services in the community to meet the needs of

low-income families to be served.

If applicable, the application provides information about proposed delegate agencies, how those delegate agencies were chosen, and how the grantee's oversight will ensure the delegate agencies implement high-quality programs that adhere to the Head Start Program Performance Standards.

In this section, applicants must describe how the number of children served and the type of services received would be affected if the applicant is awarded a grant to implement the proposed set of services.

Please see *Section V.1. Criteria* for program-specific requirements that are the critical elements that will be evaluated in the application review process.

2. Achieving Early Learning and Development Outcomes to Promote School Readiness for Children

The application must demonstrate the capacity to implement and sustain a plan for providing high-quality, comprehensive, individualized educational, health, mental health, nutritional, oral health, and other social services to children and their families that prepare children to succeed in school. To this end, the applicants must describe how they will implement program components. The application must name the curriculum or set of curricula that will be used, describe why that curriculum/curricula was selected, and present the evidence basis that the curriculum/curricula effectively promotes progress toward school readiness. The application also must include information about how the applicant will meet the health, nutrition, and family engagement needs of children. Applicants must describe how service effectiveness and quality will be measured, monitored, and improved upon over time. The applicant must show how it will use child assessment data and other program data to individualize services and learning opportunities for children and to inform continuous program improvement; how they will provide ongoing professional development, including regular observation and feedback; how they will engage parents in their roles as teachers and advocates for their children; and how they will partner with local education agencies, child care programs, and other programs serving young children and their families to create continuity for children across systems.

The application must also describe how the applicant will meet the unique needs of special populations, including children with disabilities, dual language learners, homeless children, children in working families, and children in foster care.

The application will be evaluated based on the degree to which the proposed program will meet the comprehensive needs of children in the community, including the special populations described above. The applicant must provide information about why it made various programmatic choices, including, where applicable, how its choices reflect the best practices in the field and the unique needs of the community it will serve. In addition, the application must propose the coordination of services within a community that support transitions for children and families in accordance with 45 CFR § 1304.41 of the Head Start Program Performance Standards.

Please see *Section V.1. Criteria* for program-specific requirements that are the critical

elements that will be evaluated in the application review process.

3. Past Performance

The applicant provides evidence of organizational experience (including the experience of key leaders in the organization) that supports its ability to implement a comprehensive child development program. Applicants must demonstrate that they will operate a high-functioning program with a competent management team and effective systems with demonstrated capacity to use data to inform continuous improvement in such areas as professional development, instructional practices, and family engagement.

The application must provide detailed information about how the applicant's past experience in early education (or related fields) and in communities similar to the targeted community will enable them to operate a successful Head Start program. The application must provide evidence of the quality of the early education programs or related programs they have operated in the past. The applicant must demonstrate their capacity and experience serving preschool-age children. The applicant must provide evidence of the quality of services to be provided based on licensing, accreditation, ratings, or independent evaluations of programs, outcome data for children, or other information provided.

The application must also provide information about the past experience of organizations with which it proposes to delegate all or part of its services to children and families. The applicant must include a description of any violations, such as deficiencies, areas of non-compliance, and/or audit findings. Applicants must describe the actions they have taken to address any violations. Please note that if the applicant is a current or former Head Start or Early Head Start grantee, ACF will retrieve and review the grantee's last two OHS triennial monitoring reports, plus any other OHS monitoring reports issued in the 5 years preceding the posting of this FOA.

The application must explain the ways (if any) in which their past experience – or the past experience of any delegate agencies – differs from operating a Head Start program, both generally and as compared to the program the applicant is proposing to implement. The applicant must discuss how it will address these differences and succeed in providing effective, high-quality, comprehensive Head Start services.

Please see *Section V.1. Criteria* for program-specific requirements that are the critical elements that will be evaluated in the application review process.

4. Staffing and Supporting a Strong Early Learning Workforce

The application must describe the qualifications and experience of the applicant staff in planning, organizing, and providing comprehensive child development services at the community level. The application must address: (1) how the applicant will facilitate strong educator-child relationships that support children's development; (2) how it will ensure that staff are prepared for and supported in implementing evidence-based instructional practices that are individualized based on the ongoing assessment of each child to support positive child outcomes; and (3) how it will ensure that all staff will successfully partner with families in supporting children's development. The application also must describe how the applicant

will attract and retain qualified staff; how it will support staff through the regular provision of feedback, supervision, coaching, and other mechanisms; and how it will assess staff performance and address under-performing staff.

The application also must describe the management staff's knowledge of Head Start's broad requirements and how it will ensure that all program staff members understand how those standards are applicable to them.

Please see *Section V.1. Criteria* for program-specific requirements that are the critical elements that will be evaluated in the application review process.

5. Organizational Capacity and Governance

This section measures the applicant's ability to effectively implement and oversee operations that comply with applicable federal, state, and local laws and regulations. The applicant describes its internal systems for communication, record-keeping, reporting, and ongoing monitoring. The application provides evidence of past success in organizational management and successful governance.

Applicants must also demonstrate capacity to effectively implement a system of governance, taking into account the ultimate responsibility of the agency Board and the crucial role of the Policy Council and parents in decision making. The applicant provides information about how its current governance structure would change (if at all) to meet the Head Start Program Performance Standards.

The application describes mechanisms for ensuring fiscal integrity, timely implementation of services, and strong coordination with broader early childhood systems.

Please see *Section V.1. Criteria* for program-specific requirements that are the critical elements that will be evaluated in the application review process.

PHASE TWO

Phase Two is a financial review that will be performed by financial experts contracted by ACF. This review will be used to determine risk and whether an applicant should be considered as Low (low-to-no risk), Moderate (some minor deficiencies are determined), or High (high risk).

This review will not change the Phase One scores determined by the objective review panel, but will assist ACF in making award decisions.

The financial review of Head Start applicants serves to determine the financial capabilities of an applicant based on information provided in the application package, including submitted financial statements adhering to Generally Accepted Accounting Principles (GAAP) and/or audit reports or statements from Certified Public Accountants or Licensed Public Accountants, and single or program-specific annual audits under 2 CFR 200.

Applicants **must** submit a narrative response that addresses all of the following elements.

Internal Control, Compliance, and Ethical Values

Each applicant shall:

- Describe its policies and procedures to achieve compliance with all post-award requirements (45 CFR 75.300 through 45 CFR 75.391).
- Describe its ability to meet the 15 percent limitation on development and administrative costs (45 CFR § 1301.32).
- Describe its commitment to high ethical standards in relation to written policies and programs inherent within the organization.
- Describe its Accounting Policies and Procedures.

Each applicant shall:

- Describe how it uses a logical and consistent method for the allocation of indirect costs to intermediate and final cost objectives.
- If the applicant has an indirect rate agreement:
 - Reference the indirect rate agreements.
 - Identify the process for the collection of indirect costs, calculation of rate(s), and the application or allocation of costs to specific grants.
- If the applicant uses the direct allocation method:
 - Describe its process for identifying and prorating joint costs using a base that is most appropriate to the particular element of cost that is being prorated.
- Describe how Head Start resources will be combined with other early childhood funding sources, if applicable, and describe how it will properly allocate costs.

Additional Information

Each applicant shall:

- State whether the applicant received a Qualified, Disclaimer, or Adverse audit opinion in the past 2 years for any federal grant program.
- State whether or not the materially non-compliant finding(s), which caused the Qualified, Disclaimer, or Adverse audit opinion, have been resolved.

In addition, applicants **must** submit their most recent fiscal year's financial statements and related notes to the financial statements adhering to GAAP and the last year's audit reports or statements from Certified Public Accountants or Licensed Public Accountants.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Legal Status means being established as a public agency under state law or a non-profit under state or federal law. ACF will accept proof of status as a for-profit organization under state or federal law.

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

Current Head Start and Early Head Start Grantees

Proof of policy council approval of the application must be provided as required by section 642(c)(2)(D)(iii) of the Head Start Act and 45 CFR § 1304.50(d)(1)(i).

Sole Proprietorships

Applicants that are for-profit organizations must provide the additional required documentation to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

- A current list of board members and organizational documents that require the establishment and maintenance of a board of directors.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Biographical Sketches (short narrative description);
- List of Board of Directors;
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Please see *Section V.1. Criteria* for program-specific requirements that are the critical elements that will be evaluated in the application review process.

Please see *Section III.2. Cost Sharing or Matching* for information on the matching requirement.

Applicants may only request funding up to the *Award Ceiling* listed in *Section II. Federal Award Information*, which is inclusive of base and T/TA funding.

Start-up/Pre-Award Costs

In the operation of a Head Start program, applicants should consider supplementing federal funds with resources from other early childhood programs or funding streams, including state, local, and private sector funding for child care, pre-Kindergarten, and special education services. Head Start funds must be tracked separately.

Applicants requesting start-up funding must submit a separate budget for start-up/pre-award costs as described in *Section II. Federal Award Information*.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of

town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the

applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Construction

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and those that the applicant will assume.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

- 1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

- 2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis.

When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

Justification: Describe the nature, source, and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to

the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues**

are due to Grants.gov system errors or user error.

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance

at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may only be used to request an exemption from required electronic submission. All other inquiries must be directed to the appropriate agency contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received* by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission*."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Date for Applications: **05/23/2016**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: http://www.grants.gov/applicants/apply_for_grants.jsp.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372

http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data

necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

No more than 15 percent of total costs may be used for program administration. An HHS official may grant a waiver of the 15 percent limitation on allowable development and administration costs for a Head Start program approving a higher percentage for a specific period of time not to exceed 12 months (45 CFR § 1301.32).

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Office of Head Start
OHS Operations Center
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Hand Delivery

Office of Head Start
OHS Operations Center
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are

presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

The review of applications under this FOA is structured in two phases. Phase One will result in a numerical score as evaluated by a panel of non-federal reviewers. Phase Two criteria will **not** be used by reviewers to score applications, but will assist ACF in making award decisions. Please see *Section V.2. Review and Selection Process* for more information on the Phase One and Phase Two reviews.

PHASE ONE

1. Demonstration of Need for Child Development and Health Services: Location, Population, and Service Delivery Options

Maximum Points:20

Reviewers will evaluate the extent to which the applicant:

1.1. Describes how it will direct Head Start resources to the area(s) of greatest need, which must be within the geographic boundaries described in *Section I. Program Description*. The applicant must clearly: a) describe the precise geographic location and boundaries of the area to be served by the proposed project; and b) define the area(s) of greatest need, using information from its community assessment. The applicant must address the needs of special populations, including children with disabilities, dual language learners, homeless children, children in foster care, etc.

1.2. Estimates the number of eligible Head Start children and families by geographic location within the proposed service area.

1.3. Justifies its program option (e.g., center-based, home-based, family child care, or combination option) as the most appropriate to meet the needs of the community. The applicant must specify how it will meet the need for full-day, full-year services in the community, including the planned number of hours per day, days per week, and weeks per year of program operations. The applicant must include the number of children to be served by each option.

- If proposing to serve in multiple communities, the applicant specifies the number of children to be served in each community.
- Applicants proposing the home-based option must include the proposed number of home visits and socializations.
- Applicants proposing the use of double sessions as a program option, which is discouraged, must justify why it is the best option to meet the demonstrated need in the community.
- Applicants must propose a number of weeks per year for preschoolers that meets

the Head Start requirements (45 CFR §§ 1306.32-1306.36).

1.4. Identifies the proposed delegate agencies (if proposing to delegate all or part of its responsibility for operating a program with these funds), including the communities in which the applicant will operate, the number of children to be served by age of child and their proposed program option(s). If the applicant is not proposing to delegate with other agencies, this criterion is not applicable

1.5. Describes its recruitment and selection criteria to ensure it enrolls the children most in need in the community. The applicant must describe how the program will ensure that not less than 10 percent of the total number of children enrolled will be children with disabilities.

1.6. Demonstrates community engagement in the geographic locations proposed by the applicant in order to improve the efficiency of service delivery, increase access to needed services, and prevent duplication. Demonstration of community engagement may include memoranda of understanding that provide commitments of exchange of services, resource support, referrals, or other agreements.

1.7. States clearly how many children the applicant is currently serving as a Head Start and/or Early Head Start grantee, delegate agency or partner to a Head Start and/or Early Head Start grantee, or in other early education or related programs. Clearly states how many Head Start and/or Early Head Start children the applicant would serve if awarded this grant.

2. Achieving Early Learning and Development Outcomes to Promote School Readiness for Children

Maximum Points:40

Reviewers will evaluate the extent to which the applicant:

2.1. Provides a plan to implement a high-quality, comprehensive program for the population the applicant proposes to serve, using a curriculum and teaching practices that promote progress toward school readiness goals and are:

- Based on scientifically valid research;
- Developmentally appropriate; and
- Aligned with all relevant state early learning guidelines and the *Head Start Early Learning Outcomes Framework: Ages Birth to Five*.

2.2. Provides plans to coordinate with other state programs and to participate in state systems of early childhood development, including the Quality Rating and Improvement System (QRIS) or the state equivalent. If the applicant participates in QRIS, it must include its rating. If applicable, the applicant explains why it does not participate if there is a QRIS in its geographic area.

2.3. Specifies the name of the curriculum or curricula proposed to be used, why the curriculum was chosen, and the evidence supporting how the curriculum is tied to outcomes for children. The applicant discusses what tools it will use to support domains that the selected curriculum does not support.

2.4. Discusses what tools it will use to support domains that the selected curriculum does

not support. The application describes a process for establishing and measuring school readiness goals, including the plans to address the following domains, as appropriate for the age and developmental needs of enrolled children:

- Approaches to Learning
- Social and Emotional Development
- Language and Literacy
- Cognition
- Perceptual, Motor, and Physical Development

School readiness goals must reflect the ages of children, 3 to 5, who will be participating in the program and must be culturally and linguistically appropriate and align with the *Head Start Early Learning Outcomes Framework: Ages Birth to Five*, state early learning guidelines, and describe the requirements and expectations of schools the children will attend after Head Start. The application explains the extent to which school readiness goals were or will be established in consultation with the parents of children who will be participating in the program.

2.5. Describes how the applicant will meet the needs of children with disabilities, including procedures to identify such children, plans to provide trained personnel, and plans to provide services to assist the children in making meaningful progress in attaining age-appropriate knowledge, skills, abilities, and development.

2.6. Describes how the applicant will meet the unique needs of its targeted population, including children in the child welfare system, dual language learners, and homeless children. The application describes the procedures to identify such children, plans to provide trained personnel, and plans to provide services to assist these children in making meaningful progress in attaining age-appropriate knowledge, skills, abilities, and development.

2.7. Describes how the applicant will meet the health, mental health, nutritional, and oral health needs of children. The application describes the system for health screening and services that will ensure children are accurately referred for necessary follow-up evaluation and treatment within timeframes specified by Head Start regulations. Screening and services for identified needs include, at a minimum, health, sensory, developmental, and oral health, and may be provided directly or through community partner providers.

2.8. Describes a plan for observing teacher practice (if proposing center-based or family child care services), including teacher-child interactions. If proposing home-based services, the applicant describes a plan for observing home visitor practice, including interactions with the family and child, and supporting the parents in their role as the child's primary caregiver/teacher. For all program services, the applicant describes using this information to inform professional development and practice improvements. The application includes the name of any instruments to be used.

2.9. Describes a plan to use child assessment data to individualize the instruction and learning for each child and, as necessary, refer for additional evaluation and intervention, and to aggregate and analyze child-level assessment data at least three times per year

(except for programs operating less than 90 days, which will be required to do so at least twice within their operating program period) and use that analysis in combination with other program data to determine grantees' progress toward meeting its goals, to inform parents and the community of results, and to direct continuous improvement related to curriculum, instruction, professional development, program design, and other program decisions, in accordance with 45 CFR § 1307.3(b)(2). Applicants are reminded that assessments must be developmentally, linguistically, and culturally appropriate.

2.10. Describes a plan to coordinate with public and private entities that are willing to commit resources to assist the Head Start program in providing high-quality child health and developmental services and program management services. Such partnerships must include a plan to coordinate the proposed Head Start program with other child care and preschool programs, state pre-Kindergarten programs, programs under Part C and Section 619 of the Individuals with Disabilities Education Act, and with the educational programs that children to be served will enter upon leaving Head Start.

2.11. Provides a plan to facilitate the meaningful engagement of parents (including mothers, fathers, grandparents, foster parents, and kinship caregivers, as appropriate) in activities (at home and, if practicable, at the location of the Head Start program) designed to help them become full partners in the education of their children. Such engagement includes participation in the conduct of the program, leadership opportunities, support of the child's development and health, support for the parent-child relationship, opportunities for employment, and other paths to improved financial well-being. The application identifies and addresses barriers to parent participation, such as lack of transportation access or need for child care.

2.12. Explains the plan to implement the Head Start Parent Family and Community Engagement Framework and to offer family literacy and parenting skills training using evidence-based curricula and approaches either directly or through referral to local entities, public and school libraries, and entities carrying out family support programs. The application includes a plan to offer (either directly or through referrals) other support for families struggling with mental health challenges, domestic violence, homelessness, or substance abuse.

3. Past Performance

Maximum Points:20

Reviewers will evaluate the extent to which the applicant:

3.1. Demonstrates how the applicant's history and experience, based on past performance providing high-quality early education or other related programs, supports its ability to effectively and efficiently administer a project of the size, complexity, and scope of their proposed program. Reviewers will evaluate evidence of experience, such as, but not limited to:

- QRIS rating
- Record of high performance in the early primary grades by children formerly enrolled in the program,
- Evidence from use of teacher-child interaction rating system,
- Evidence of successful staff development system leading to highly qualified staff,

- and
- Evidence of high level of success improving family self-sufficiency.

Applicants that serve or have served as delegate agencies to Head Start and Early Head Start grantees must provide documentation of their past performance.

3.2. Documents how the professional experience of the applicant's proposed management team (executive director, program director, managers), based on past performance providing comprehensive, high-quality early care and education, demonstrates an ability to effectively and efficiently administer a project of this size, complexity, and scope within the service area.

3.3. Explains how the applicant's past performance and experience will inform its administration of the Head Start program being proposed and will help ensure a high-quality Head Start program. To the degree that the applicant is currently operating a program that differs from the Head Start program being proposed – such as differences in the target population, the set of services provided, the structure of the program (the hours, days, or weeks of operation), the mechanisms for quality assurance and improvement, the early learning standards to be used, and the performance measurement system – the applicant acknowledges these differences and explains how it will successfully adapt to the differences between its current program and the proposed program.

3.4. Applicants that are current or former Head Start or Early Head Start grantees must include a description of any violations, such as deficiencies, areas of non-compliance, and/or audit findings. These violations should represent findings from the last two OHS triennial monitoring reports plus any other OHS monitoring reports and any audit reports issued in the 5 years preceding the posting of this FOA. Applicants must describe the actions they have taken to address any violations. If the applicant does not have violations, this criterion is not applicable.

4. Staffing and Supporting a Strong Early Learning Workforce

Maximum Points:20

Reviewers will evaluate the extent to which the applicant:

4.1. Documents that the proposed program director and proposed key program staff are qualified and knowledgeable about administering complex social service programs or early education services. The applicant describes its key program staff's major functions and responsibilities in the narrative and includes their resumes in the appendix.

4.2. Provides a clear plan to attract and retain qualified staff with the ability to implement a research-based curriculum, aligned with the *Head Start Early Learning Outcomes Framework: Ages Birth to Five* and state early learning guidelines (as appropriate); effective instructional strategies; and a high-quality, comprehensive program.

4.3. Describes how all employees in the Head Start center-based programs meet the requirements of the Head Start Act for staff qualifications set in Section 648A and what share of preschool classroom teachers are expected to have a bachelor's degree in early childhood education or a related field.

- For classroom teachers - (a) an associate degree in early childhood education; (b)

an associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; (c) a baccalaureate degree; or (d) been admitted into the Teach For America program; passed a rigorous early childhood content exam, such as the Praxis II; participated in a Teach For America summer training institute that includes teaching preschool children; and are receiving ongoing professional development and support from Teach For America's professional staff.

- For assistant teachers - have at least a Child Development Associate (CDA) credential; be enrolled in a program leading to an associate or baccalaureate degree; or be enrolled in a CDA credential program to be completed within 2 years.

4.4. Describes the plan to maintain child-to-teacher, home visitor, or family child care provider ratios and family service worker caseloads that comply with appropriate regulations, reflect best practices, and are tied to high-quality service delivery in the event of staff absences or vacancies.

4.5. Describes the plan to provide opportunities for qualified parents and other community residents to seek employment and how these opportunities will be designed to improve the quality of the proposed program. The applicant explains how it will provide career development opportunities for professional, paraprofessional, and other staff.

4.6. Describes a clear plan to evaluate job applicants, including existing grantee staff, to determine which applicants are most capable of contributing to the implementation of a high-quality, comprehensive program, including the implementation of a research-based curriculum aligned with the *Head Start Early Learning Outcomes Framework: Ages Birth to Five* and state early learning guidelines.

4.7. Describes an ongoing strategy for professional development, evidence-based coaching and mentoring, supervision, and evaluation of staff and program managers, oriented to improving the skills, knowledge, effectiveness, and career opportunities of all employees.

5. Organizational Capacity and Governance

Maximum Points:25

Reviewers will evaluate the extent to which the applicant:

5.1. Provides a plan identifying the capacity of the applicant's senior executive managers (for example, Executive Director, Chief Operating Officer, Chief Financial Officer) and governing board to: (1) exercise effective oversight of program operations and accountability for federal funds; (2) include the Policy Council in the planning and decision-making process; (3) ensure representation of the diverse community served; (4) set and monitor overall agency priorities and operational systems; and (5) conduct community assessment, annual self-assessments, ongoing monitoring, and outcome-based evaluations.

5.2. Explains how its organizational oversight meets the program governance requirements established in Section 642(c) of the Head Start Act. The applicant provides information about how its current governance structure would change (if at all) to meet the Head Start Program Performance Standards.

5.3. Demonstrates the existence of management systems for program planning, internal and external communication, recordkeeping, issuance of internal and external reports, and program self-assessment and monitoring.

5.4. Demonstrates an ability to provide effective financial management in operating a Head Start program based on experience.

5.5. Describes plans to meet or exceed state and local requirements concerning licensing for facilities and to be accessible by state and local authorities for purposes of monitoring and ensuring compliance, unless state or local laws prohibit such access. Where facilities are not available, the application provides a plan to acquire facilities in accordance with the requirements provided for the purchase, construction, and major renovation of facilities described in 45 CFR Part 1309.

5.6. Demonstrates the ability to provide timely and efficient implementation of all program components and services immediately upon award, including planning during the transition period; the availability of classroom space and facilities that meets applicable state and local licensing standards, the ability to provide necessary transportation, and the ability to recruit eligible children and families.

6. Budget and Budget Justification

Maximum Points:15

Reviewers will evaluate the extent to which the applicant:

6.1. Demonstrates that funds are budgeted to provide all required comprehensive Head Start services to eligible children and families in a cost-effective manner as indicated in the application narrative.

6.2. Demonstrates that start-up/pre-award costs, if proposed, are justified, reasonable, and applicable based on the applicant's proposed Head Start program. Start-up/pre-award costs may include: 1) ensuring that proposed facilities comply with state and local requirements and are adequately equipped, 2) purchasing classroom equipment and supplies, and/or 3) conducting staff background checks. If the applicant is not requesting start-up/pre-award costs, this criterion is not applicable.

6.3. Demonstrates that the applicant will contribute the required non-federal share/match of the total project cost using allowable sources. Identifies each source of non-federal share match, including the estimated amount per source and the valuation methodology.

Bonus Points

Maximum Points:10

7.1. In the interest of ensuring a robust competition for high-quality, comprehensive early care and education service providers, ACF is awarding bonus points to any applicants that do not have agreements that prohibit other entities from applying for a Head Start or Early Head Start grant on their own behalf or that impose a penalty on any entity for making such application. Applicants that wish to receive the bonus points must include in the appendices of their applications the **signed** statement included in the *Appendix* of this announcement. The statement must be **signed** by the person who is authorized to sign the application on behalf of the applicant.

PHASE TWO

Maximum Points:0

Phase Two is a financial review that will be performed by financial experts contracted by ACF. This review will be used to determine risk and whether an applicant should be considered as Low (low-to-no risk), Moderate (some minor deficiencies are determined), or High (high risk). This review will not change the Phase One scores determined by the objective review panel, and points will not be assessed, but the Phase Two review will assist ACF in making award decisions.

The financial review serves to determine the financial capabilities of an applicant based on information provided in the application package, including submitted financial statements adhering to GAAP and/or audit reports or statements from Certified Public Accountants, and single or program-specific annual audits under 2 CFR 200. The financial experts contracted by ACF will review these documents and the narrative response related to Section 2: Financial Management Systems.

Section 1: Financial Capability - Evaluates the applicant's ability to sustain operations and perform the planned program. The contracted financial experts will assess an applicant's financial capability based on the applicant's financial statements. Their assessment will cover a variety of criteria primarily focusing on unrestricted net assets (or retained earnings, as applicable), financial statement ratios, access to commercial credit facilities, and diversity of funding sources.

Section 2: Financial Management Systems - Evaluates the applicant's ability to properly account for and administer federal funds. The contracted financial experts will review the applicant's narrative response addressing all of the elements listed in *Section IV.2. The Project Description, Approach, PHASE TWO*, and assess the applicant's accounting policies and procedures. In addition, the financial experts will assess the applicant's ability to comply with the types of compliance requirements outlined in 45 CFR Part 75 for non-profit organizations and state and local governments.

Section 3: Additional Information - Collects information on the applicants' Single Audit opinions (if applicable) and financial statements for the most recent fiscal year.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.I. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov/>, before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8.

The review process under this FOA is structured into two phases.

Phase One

Phase One is organized around six core elements of effective Head Start and Early Head Start programs that are focused on school readiness and ongoing academic success. Phase One will result in a numerical score as evaluated by a panel of non-federal reviewers. Applications that score highly in the Phase One review will proceed to Phase Two.

Phase Two

Phase Two is a financial review that will be performed by financial experts contracted by ACF. This review will be used to determine risk and whether an applicant should be considered as Low (low-to-no risk), Moderate (some minor deficiencies are determined), or High (high risk). This review will not change the scores or rankings determined by the objective review panel, but will assist ACF in making award decisions.

The financial review of Head Start and/or Early Head Start applicants serves to determine the financial capability of an applicant based on information provided in the application package, including submitted financial statements adhering to GAAP and/or audit reports or statements from Certified Public Accountants/Licensed Public Accountants, and single or program-specific annual audits under 2 CFR 200.

The financial review consists of three sections: Financial Capability, Financial Management Systems, and Additional Information. Please refer to *Section IV.2. The Project Description* and *Section V.1. Criteria* for more information on the Phase Two review.

Pre-Award Discussions and Negotiations

ACF may enter into pre-award discussions and/or negotiations with one or more applicants regarding each applicant's proposed project, budget, organizational capacity, and other information related to their ability to provide high-quality early education and comprehensive services before making final award(s). **Not all pre-award discussions and/or negotiations will result in grant awards.** ACF reserves the right to cease discussions and negotiations with applicants prior to award and may enter into discussions or negotiations with other applicants.

Additional Review and Funding Considerations

The Head Start Act gives priority to organizations based on their ability to serve target populations. In keeping with Section 641(d)(3) of the Head Start Act, HHS shall give priority to applicants for Head Start funding that have demonstrated capacity in providing effective, comprehensive, and well-coordinated early childhood education and development services and programs to children and their families. Section 645A(e) of the Head Start Act gives priority in Early Head Start funding to entities with a record of providing early, continuous, and comprehensive childhood development and family services.

Please note that if the applicant is a current or former Head Start or Early Head Start grantee, ACF will retrieve, review, and consider the grantee's last two OHS triennial monitoring reports. In addition, ACF will retrieve, review, and consider any monitoring reports issued in the 5 years preceding the posting of this FOA. ACF will retrieve, review, and consider any documentation that relates to the fiscal health and financial viability of the applicant. ACF will also retrieve, review, and consider state licensing documentation on the applicant. These reports and documents may be considered in making final funding determinations.

ACF reserves the right to deny funding to any applicant that is presently designated as "high risk," probationary or not in good standing, or has been debarred or defunded by any federal agency. ACF reserves the right not to fund applicants with unacceptably high federal Head Start per-child costs. Additionally, ACF may decide not to fund projects that would require unreasonably high start-up costs for facilities or equipment or that propose such a low number of children that the project may require unreasonably high operating costs relative to the number of children and families proposed to be served.

Applications proposing a Head Start program that are not from entities "in the community" to be served do not meet the requirements for designation as a Head Start agency in Section 641 of the Head Start Act. ACF will consider all "qualified applicants in such community" as required by Section 641(d) where the application demonstrates that the applicant has an

organizational base within the community to be served. This could be established by virtue of the applicant being a provider of services in the community or having a clear relationship to the community as evidenced, for example, by board representation from the community or by evidence of the support of community leaders, including, but not limited to, mayors, city council members, school principals, presidents of local chambers of commerce, county government officials, social service provider organizations, community organizations representing low-income, minority, or other relevant sectors of the community, including child care providers and organizations.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: <http://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

Federal Recognition of Same-Sex Spouses/Marriage

Recipients must adopt, review, and revise, as needed, any policies and procedures concerning Head Start and/or Early Head Start child eligibility requirements that apply the regulatory definition of “family,” to reflect inclusion of same-sex spouses and marriages. The definition of “family” in the Head Start regulations includes all persons living in the same household who are supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the Head Start program and who are “related to the parent(s) or guardian(s) by blood, marriage, or adoption.” 45 CFR 1305.2(e). The term “family” as used to determine the eligibility of a child to participate in a Head Start and/or Early Head Start program shall include a same-sex spouse. HHS recognizes marriages between individuals of the same sex who are lawfully married under the law of a state, territory, or foreign jurisdiction, as long as it would be recognized by at least one state, regardless of the state in which the couple resides.

The regulations relevant to Head Start (known as the Program Performance Standards) are:

- 45 CFR Part 1301, Head Start Grants Administration
- 45 CFR Part 1302, Policies and Procedures for Selection, Initial Funding, and Refunding of Head Start Grantees, and for Selection of Replacement Grantees
- 45 CFR Part 1303, Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies
- 45 CFR Part 1304, Program Performance Standards for the Operation of Head Start Programs by Grantee and Delegate Agencies
- 45 CFR Part 1305, Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start
- 45 CFR Part 1306, Head Start Staffing Requirements and Program Options
- 45 CFR Part 1307, Policies and Procedures for Designation Renewal of Head Start and Early Head Start Grantees
- 45 CFR Part 1308, Head Start Program Performance Standards on Services for Children with Disabilities
- 45 CFR Part 1309, Head Start Facilities Purchase, Major Renovation and Construction
- 45 CFR Part 1310, Head Start Transportation
- And all applicable grant regulations

Copies of the current applicable Head Start regulations are available at the websites identified at the end of this announcement. In addition, copies of the Office of Management and Budget (OMB) Circulars that are used to determine whether expenditures by Head Start and Early Head Start grantees are allowable can be found at: http://www.whitehouse.gov/omb/grants/grants_circulars.html.

VI.3. Reporting

Unless otherwise noted in this section, recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at <http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2>.

Head Start Program Reporting

All Head Start grantees will be required to submit program information periodically, including for example, monthly enrollment reports, an annual Program Information Report (PIR), and service location and staff contact information. Grantees will be notified in advance of required reporting through various means, such as Notice of Award (NoA) documents, email correspondence, and letters. Additional information on Head Start Program Reporting can be found at <https://eclkc.ohs.acf.hhs.gov/hslc/data/pir>. The PIR serves as the annual performance progress report for the Office of Head Start.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Performance Progress Reports:	Annually
Financial Reports:	Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Shawna Pinckney
Administration for Children and Families
Office of Head Start
330 C Street, SW
Washington, DC 20201
Phone: (888) 242-0684
Email: OHSTech@reviewops.org

Office of Grants Management Contact

Kenneth Sosne
Administration for Children and Families
330 C Street, SW
Washington, DC 20201
Phone: (202) 401-5784
Email: kenneth.sosne@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information**Reference Websites**

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov/web/grants/forms/sf-424-family.html) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

The *Federal Register* <https://www.federalregister.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

Head Start Information on the Internet

The Head Start Act as amended by The Improving Head Start for School Readiness Act of 2007, (Pub. L. 110-134) <http://eclkc.ohs.acf.hhs.gov/hslc/standards/law>.

Head Start Program Performance Standards (45 CFR Parts 1301-1311) http://www.access.gpo.gov/nara/cfr/waisidx_07/45cfrv4_07.html#1301.

Applicant Support Website

OHS strongly encourages entities interested in applying for this Head Start funding

opportunity to visit <http://eclkc.ohs.acf.hhs.gov/hslc/hs/grants>. This interactive website offers a robust collection of resources intended to support organizations in gaining a deeper understanding of the Head Start and Early Head Start programs, the FOA, and evaluation criteria. A profile of current grantee services, equipment, and inventory can also be found through this website located at www.acf.hhs.gov/programs/ohs/funding. Finally, the website includes helpful tips for applying via Grants.gov. All interested applicants are reminded to frequently refer back to this FOA when preparing their application.

Prospective applicants will also have the opportunity to send questions to OHS by e-mail at OHS Tech@reviewops.org. A summary of the questions and OHS responses will be posted for public view on the applicant support website as soon as they become available.

Interested applicants may also contact the OHS Operations Center at (888) 242-0684 or TTY: 711 if they have additional questions.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> .
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

	<p>http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are <i>required</i> for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>

<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Referenced in <i>Section IV.2.Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>

	employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	Submission is due with the application package or prior to the award of a grant.
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Assurance: Absence of Non-compete Agreement	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications and Section V.1. Criteria</i> , with a template provided in the <i>Appendix</i> .	Any applicants that wish to receive the bonus points must include in their applications the

		<p>signed statement that is included in the <i>Appendix</i> of this announcement. The statement must be signed by the person who is authorized to sign the application on behalf of the applicant. Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
Certificate of Good Standing	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> .	Submission is recommended and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.

Proof of Policy Council Approval	Referenced in <i>Section IV.2. The Project Description, Additional Eligibility Documentation.</i>	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4.</i>
Organizational Capacity	Referenced in <i>Section IV.2. The Project Description.</i>	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4.</i>
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description.</i>	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4.</i> If not available at the time of application submission, due by the time of award.
Indirect Cost Rate Agreement (IDR)	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i> The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> , it may be submitted prior to the award of a grant.

Letters of Support	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Phase Two Narrative	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
Phase Two Attachments (financial statements and notes, audit reports), Proof of Policy Council Approval	Referenced in <i>Section IV.2. The Project Description</i> . Referenced in <i>Section IV.2. The Project Description, Additional Eligibility Documentation</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> . Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
Plan for Oversight of Federal Award Funds	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
Protection of Sensitive and/or Confidential Information	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .

Appendix

Assurance Template: Absence of Non-compete Agreement

If any applicant wishes to receive bonus points, this assurance must be completed, **signed** and dated, and submitted as part of their application in the appendices.

Date

To Whom It May Concern:

On behalf of (organization), I, (name), attest that (organization) does not have a non-compete or other agreement with any entity, at the time this application is submitted, which prohibits the entity from applying for a Head Start or Early Head Start grant on its own behalf or imposes a penalty on that entity for making such application.

(Signature)

(First and Last Name)

(Title)

Must be signed and dated by the authorized representative of the applicant organization.